
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: 9/13/2006

From: Catherine Bladen, Director of Financial Services

Subject: 2005-2006 Annual Budget Report

Staff Recommendation: For information only

Background:

General Fund Statement of Comparative Revenues and Expenditures:

This statement compares the revenues and expenditures for FY 2004, 2005 and 2006. Total expenditures for the year decreased 47%. Total revenue of \$317,570.00 were recorded in fiscal year 2005-06. Fee revenue increased 39% from FY 2004-05. The implementation of the Career College Student Assurance Fund (CCSAF) in FY 2004-05 has significantly increased the fee revenues. The CCSAF fund is supplementing about 50% of the salary for the Director of Institutional Licensing, whose responsibilities include setting up and implementing the collection of all revenue from the fund.

General Fund Statement of Itemized Expenditures/Encumbrances:

This statement compares expenditures for the current fiscal year to the prior fiscal year. Overall, the current year's expenses are comparable to the prior year's expenses.

General Fund Statement of Appropriations and Expenditures:

This statement compares actual expenditures with budgeted appropriations. COPE's expenditures were under budget in all categories. Out-of-State Travel expenditure occurred for the reimbursement of the SDO account from prior year travel expenses charged on the T-Card. Total expenditures for the fiscal year ending June 30, 2006 were 8% under the total budgeted appropriations.

On-Site Evaluation Fund:

Institutions that are not nationally accredited must go through an initial evaluation on-site. Each institution, upon the initial award of fully accredited status, will undergo a completed on-site evaluation every fifth year. A total of 7 on-site evaluations were conducted during the fiscal year 2005-06 at a total cost of \$2,105.74. The average cost of an on-site evaluation to an institution was \$300.82.

Veterans Education Fund:

The Veterans Education Fund is a State Approving Agency funded by a contract with the U.S. Department of Veteran Affairs. Due to the lack of financial funds for COPE in FY 2005-06, the COPE's VA section helped out financially by supporting in different office expenses throughout the year.

Supporting Documentation:

1. Comparative Revenues and Expenditures for 2004,2005, and 2006
2. Itemized Expenditures/Encumbrances for 2005 and 2006
3. Appropriations and Expenditure Balances Ending June 30,2006
4. On-Site Evaluations Fund for 2006
5. Veterans Education Fund for 2006

INDIANA COMMISSION ON PROPRIETARY EDUCATION
GENERAL FUND

Statement of Comparative Revenues and Expenditures
For Fiscal Years Ending June 30, 2004,2005,2006

Source of Revenues	Actual Amt. FYE 6-30-04	Percent (-INCR)/DECR	Actual Amt. FYE 6-30-05	Percent (-INCR)/DECR	Actual Amt. FYE 6-30-06
School Appl.	5,600.00	0.39	3,400.00	(0.18)	4,000.00
Agent Appl.	20,890.00	(0.26)	26,290.00	(0.40)	36,760.00
Certificate Fees	700.00	0.07	650.00	0.23	500.00
Accred. Renew.	15,400.00	0.07	14,300.00	0.15	12,100.00
Agent Renewal	8,980.00	0.00	8,950.00	(0.07)	9,600.00
Degree Application	6,700.00	(0.27)	8,500.00	0.31	5,900.00
Degree Renewal	1,900.00	(0.53)	2,900.00	(0.10)	3,200.00
Total Revenues	<u>\$ 60,170.00</u>	(0.08)	<u>\$ 64,990.00</u>	(0.11)	<u>\$ 72,060.00</u>
Expenditures:					
Personal Services	358,974.00	(0.05)	376,398.00	(0.04)	389,719.00
Services Other	8,198.00	(0.04)	8,504.00	0.21	6,706.00
Services by contract	12,077.00	(0.43)	17,217.00	0.33	11,553.00
Office Supplies	2,038.00	(0.49)	3,027.00	0.06	2,854.00
Office Equipment	3,454.00	0.77	800.00	0.45	440.00
Grants, Subsidies, Ref.	-		6,401.00		-
In-State Travel	3,012.00	(0.52)	4,570.00	0.42	2,659.00
Out-of State Travel	702.00	0.70	214.00	(15.93)	3,624.00
Total Expense	<u>\$ 388,455.00</u>	(0.07)	<u>\$ 417,131.00</u>	(0.00)	<u>\$ 417,555.00</u>
Total Cost to the State	<u>\$ 328,285.00</u>	(0.07)	<u>\$ 352,141.00</u>	0.02	<u>\$ 345,495.00</u>
Career College Student Assurance Fund:					
Minimum Fees			28,380.00	0.00	37,001.00
Calculated Payments			135,871.00	0.00	208,509.00
			164,251.00	0.00	245,510.00

INDIANA COMMISSION ON PROPRIETARY EDUCATION
GENERAL FUND

Statement of Itemized Expenditures/Encumbrances
For Fiscal Years Ending June 30,2005,2006

ITEM	EXPENDITURES 2004-2005	EXPENDITURES 2005-2006	AMOUNT INCR/(DECR)	PERCENT INC/(DECR)
Personal Services:				
Salaries	276,482.00	281,836.00	\$ 5,354.00	0.02
Fringe Benefits	99,116.00	107,183.00	\$ 8,067.00	0.08
Personal Services/Temps	-	-	\$ -	-
Commissioner Honorariums	800.00	700.00	\$ (100.00)	(0.14)
Total Personal Services	<u>\$ 376,398.00</u>	<u>\$ 389,719.00</u>	<u>\$ 13,321.00</u>	0.03
Services Other Than Personal				
Postage	3,355.00	2,307.00	\$ (1,048.00)	(0.45)
Dues & Subscriptions	147.00	128.00	\$ (19.00)	(0.15)
Telephone Service	5,002.00	4,270.00	\$ (732.00)	(0.17)
Services Other	<u>\$ 8,504.00</u>	<u>\$ 6,705.00</u>	<u>\$ (1,799.00)</u>	(0.27)
Services by Contract:				
Printing	\$ 139.00	\$ 45.00	(94.00)	(2.09)
Legal Services - Contracted	\$ 3,075.00		(3,075.00)	
ISD Billback	6,206.00	4,772.00	(1,434.00)	(0.30)
Training	300.00	200.00	(100.00)	(0.50)
Copier	5,545.00	5,048.00	(497.00)	(0.10)
Telephone Equip/Services	1,293.00	1,187.00	(106.00)	(0.09)
Other	659.00	301.00	(358.00)	(1.19)
Total Services by Contract	<u>\$ 17,217.00</u>	<u>\$ 11,553.00</u>	<u>\$ (5,664.00)</u>	(0.49)
Supplies: Total	<u>\$ 3,027.00</u>	<u>\$ 2,854.00</u>	<u>\$ (173.00)</u>	(0.06)
Equipment: Total	<u>\$ 800.00</u>	<u>\$ 441.00</u>	<u>\$ (359.00)</u>	(0.81)
Unemployment Compensation	<u>\$ 6,401.00</u>	<u>\$ -</u>	<u>\$ (6,401.00)</u>	
In-State Travel: Total	<u>\$ 4,570.00</u>	<u>\$ 2,659.00</u>	<u>\$ (1,911.00)</u>	(0.72)
Out-of-State Travel: Total	<u>\$ 214.00</u>	<u>\$ 3,624.00</u>	<u>\$ 3,410.00</u>	0.94
Grand Totals	<u>\$ 417,131.00</u>	<u>\$ 417,555.00</u>	<u>\$ 424.00</u>	0.00

INDIANA COMMISSION ON PROPRIETARY EDUCATION
GENERAL FUND
Statement of Appropriation and Expenditures
For the Fiscal Year Ending June 30, 2006

Major Object Classification	Budget Appropriation	Expenditure	Amount Under/(Over) Budget	Amount Under/(Over) Percentage
Personal Services	\$ 417,115.00	\$ 389,719.00	\$ 27,396.00	0.07
Service Other	8,396.00	6,705.00	1,691.00	0.20
Service/Contracts	12,971.00	11,553.00	1,418.00	0.11
Office Supplies	5,225.00	2,854.00	2,371.00	0.45
Equipment	2,515.00	441.00	2,074.00	0.82
Grants, Subsidies, Ref.	-	-	-	
In-State Travel	4,825.00	2,659.00	2,166.00	0.45
Out-of-State Travel	3,624.00	3,624.00	-	0.00
Totals	<u>\$ 454,671.00</u>	<u>417,555.00</u>	<u>\$ 37,116.00</u>	0.08

INDIANA COMMISSION ON PROPRIETARY EDUCATION
ON-SITE EVALUATION FUND
Fiscal Year Ended June 30, 2006

Starting Account Balance 7-1-2005	\$1,000.00
Revenues:	
On-Site Billings FY 2005-2006	\$2,365.02
Disbursements:	
On-Site Expenses FY 2005-2006	<u>\$2,105.74</u>
Ending Account Balance 6-30-2006	\$1,259.28

TOTAL ON-SITE EVALUATIONS FOR FISCAL YEAR 2005-2006: 7

INDIANA COMMISSION ON PROPRIETARY EDUCATION
VETERANS EDUCATION FUND
Fiscal Year Ending June 30, 2006

Beginning Account Free Balance 7/1/2006	\$ 40,714.00
Fund Balance Undesignated	\$ (4,000.00)
Revenues Received (Federal Contract)	<u>\$ 145,443.00</u>
 Total Funds	 \$ 182,157.00

Disbursements Breakdown:

Salary & Fringe	\$ 95,578.00
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Travel

In-State Travel	\$ 2,885.00	
Out-of-State Travel	<u>\$ -</u>	\$ 2,885.00

Other Operating Expenses

Services other than Personal	\$ 2,431.00	
Services by Contract	\$ 2,511.00	
Supplies	\$ 684.00	
Equipment	<u>\$ 21,327.00</u>	<u>\$ 26,953.00</u>

Less Total Disbursements	<u>\$ 125,416.00</u>
Ending Account Free Balance 6/30/2005	<u>\$ 56,741.00</u>

Subtract: Outstanding Encumbrances	\$ 791.00
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Fund Working Balance 6/30/2006	<u><u>\$ 55,950.00</u></u>
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